

August 7, 1961

Mr. Edward F. Kilduff
Executive Secretary
Family Service Bureau
42 Bleecker Street
Newark 2, New Jersey

Ed.
Dear ~~Mr.~~ Kilduff:

I have just read the Tentative Agreement. It
appears to me to be very adequate and satisfactory.

Sincerely

Bernard Schein
Deputy Director

BS:MH

Mr. Lchein

FAMILY SERVICE BUREAU
OF NEWARK, NEW JERSEY
42 BLEEKER STREET, NEWARK 2
MITCHELL 2-7790

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WILLIAM HARDIN
President
GEORGE A. S. COOPER
Treasurer

August 2, 1961

EDWARD V. KILDUFF
Executive Director
Sumner

TO ALL BOARD MEMBERS
FROM E. V. KILDUFF

At the June meeting of the Board of Directors, approval was given to your Executive Secretary by the Board, to discuss further the request made by Catholic Charities, of having Family Service Bureau supervise students placed in their agency on a Work-Study Program basis leading to a Master's Degree in Social Work. The minutes of the June 22nd Board meeting, copy of which you have already received, has recorded this discussion in full. *attached*

At a meeting with Bill Hardin on August 1st, Bill suggested that we send to every Board Member the Tentative Agreement drawn up between Family Service Bureau and Catholic Charities, which was discussed with the Administrator of Catholic Charities on June 28th. The agreement was favorably received by him.

However, since there was much discussion and interest about the proposal, Bill Hardin felt we should send the Tentative Agreement to every Board Member for reading and comment.

Would you as quickly as possible read the enclosed and return your comments, if any, to me. When the Executive Committee meets some time between now and the end of August, they will be able to make a final decision based upon them.

TENTATIVE AGREEMENT BETWEEN FAMILY SERVICE BUREAU OF NEWARK
AND CATHOLIC CHARITIES OF THE ARCHDIOCESE OF NEWARK

FOR SUPERVISION OF THEIR WORK-STUDY PROGRAM FOR
GRADUATE STUDENTS NOW INVOLVED AT FORDHAM UNIVERSITY

- 1) Supervision will be given by Family Service Bureau to the students at Catholic Charities enrolled in the Work-Study Program of Fordham University.
- 2) Students will be required to follow the prescribed methods set down by Fordham University for Field Work Credit leading to a Master's Degree in Social Work.
- 3) All cases selected for students will be cases from Catholic Charities geared to a diversified caseload.
- 4) All student cases will be selected by the Administrator of Catholic Charities from their own agency.
- 5) Supervision and direction in handling such cases will be the responsibility of Family Service Bureau while dealing with the students who will be handling the cases.
- 6) Supervisor from Family Service Bureau may ask the Administrator of Catholic Charities for certain types and numbers of cases in order to maintain an adequate student caseload. Included in this also would be the right to reject all cases considered unsuitable for student training.
- 7) Students will be required to keep their dictation current in order for the proper reading and evaluation of the students' progress.
- 8) Students may avail themselves of a Psychiatric Staff Seminar held every Thursday morning at Family Service Bureau.
- 9) The Family Service Bureau, at its June 22nd Board meeting, endorsed the proposed supervision of Catholic Charities students in its Work-Study Program, providing that no costs of this service are borne by Family Service Bureau. Cost of this service has been estimated at \$50 weekly throughout the school year.
- 10) The foregoing arrangement may be terminated at any time by either Family Service Bureau or Catholic Charities.